**Dear Placement Provider**

**Re: Work Experience Placement**

Thank you for agreeing to accept our student on the work experience placement at your organisation. Quality work experience is vital to equip our students for their future careers and the University is grateful for your offer of this placement opportunity. We hope our student will learn from this placement the skills and competencies specific to their discipline or profession as well as more general work-related and employability skills (time management, team working, communications skills, etc.).

Would you please check that the Placement Provider information and placement details below are complete and correct, amending if necessary?

Student placements are a partnership between the student, the University and the Placement Provider in which each has specific roles and responsibilities. It is important that all three parties clearly understand the responsibilities and expectations of everyone involved and so the responsibilities are detailed below.

During the placement, we expect the student to prove to be an effective, safe and reliable individual. However, you will appreciate that during this period the student is under your control and therefore the primary duty of care and consequent liabilities must rest with you. As the student’s Placement Provider the University requests you to treat him or her in the same way as your employees.

The University therefore requests that you as Placement Provider will:

* 1. Confirm acceptance of the arrangements and responsibilities set out in **Appendix PL1a Placement Provider Agreement.**
	2. Provide a safe working environment by meeting all relevant obligations under the Health and Safety at Work Act 1974 or other relevant country specific safety legislation. Complete **Appendix PL1b Placement Provider Questionnaire.**
	3. Respect equality and diversity and ensure that the student is treated with dignity. Adhere to the responsibilities set out in the Equality Act 2010, e.g. for protected characteristics such as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation, and liaise with the University regarding reasonable adjustments if they find that the reasonable adjustments appear not to be appropriate.
	4. Carefully consider student mental health and wellbeing and ensure that the placement setting has a culture that supports disclosure and provides clear routes for support. The provider should raise with the University any serious signs of concern relating to the wellbeing and safeguarding of a student using the Cause for Concern reporting process so that the University can ensure that the student receives suitable support – see [UWTSD Wellbeing Service (uniticms.com)](https://live.uniticms.com/uwtsd/register/?form=welfare).
	5. Work within the student-facing policy framework for the University especially in relation to the Non-Academic Misconduct Policy, the Support for Study Policy, the Fitness to Practise Policy and the Safeguarding Policy. Providers need to inform themselves fully of the University’s student-facing policy framework in order to adhere to it. If a Provider wishes to terminate or temporarily suspend a placement, they should contact the University as soon as possible to discuss the situation.
	6. Provide a designated Workplace Supervisor who will:
		+ act as the first point of contact for regular communication and collaboration with the University, including recruitment and selection of placement students; the organisation of University visits to the Placement Provider (where relevant), any problems or queries during a student’s placement, and who will contact the University immediately in cases of serious accidents, incidents or breaches of discipline involving the student;
		+ conduct or make arrangements for the day-to-day supervision of the student including periodic progress checks and instruction regarding hazards and health and safety precautions;
		+ provide the University with student attendance data, where required, and in the event of unexplained or unnotified absence, to flag to the University, concerns for a student’s welfare as soon as possible.
	7. Support staff development for workplace supervisors of students on placement, liaising with the University for its provision, where appropriate.
	8. Provide the student with a full and clear induction to the organisation and its working practices, procedures and requirements, including layout of the work environment, different areas of work activity, health and safety, safeguarding issues, introductions to supervisors, and expectations for interactions with clients of the Placement Provider. For example, the need for client confidentiality (where appropriate), intellectual property rights and compliance with regard to data protection. Post-induction, provide the University with the completed **PL1f Induction Checklist.**
	9. Ensure that the student is fully informed about responsibilities, including those contained in any statutory legislation and/or honorary contract.
	10. Provide the student with appropriate instruction and training in working practices to enable them to carry out their duties efficiently and safely. Where possible, offer opportunities to assist students with career choices.
	11. Liaise with the Student and Placement Tutor to ensure the placement offers opportunities for learning and development and to develop suitable learning objectives (which must be agreed by the student, the Workplace Supervisor and the University).
	12. Facilitate access to the student for visits by the Placement Tutor, where appropriate.
	13. Maintain clear and accessible records of any issues raised with the student and/or Placement Tutor in line with the Cause for Concern process of the Fitness to Practise Policy.
	14. During and on completion of the placement, provide feedback to the University on the student’s performance and confirmation of the hours in practice, (where required) with any suggestions/recommendations for future enhancement. **Appendix PL1g Post-placement Review and Feedbac**k is available for this purpose

**The University of Wales Trinity Saint David has a responsibility to:**

* 1. Recognise that students remain students throughout the placement and commit appropriate levels of staff and other resources to placement governance activity to ensure strategic oversight for the learning to be delivered and managed by the Placement Provider. This will normally include the identification of (i) a Placement Coordinator, whose duties would normally include the authorisation of placements including organising and managing the placement arrangements in liaison with the Placement Provider and student, and (ii) a Placement Tutor, who will act as the student’s first point of contact, and will be responsible for providing training for the Workplace Supervisor, visit the student on placement, (where appropriate) and assess the student.
	2. Provide training for University staff (Placement Coordinator and Placement Tutor) who design and manage placement activity in order to develop their competence in supporting the process and enhancing practice. The Placement Coordinator or Placement Tutor will offer training to the Workplace Supervisors.
	3. Provide guidance on sourcing, securing and learning from placement opportunities.
	4. Provide students with an appropriate briefing on physical and mental health and well-being, the importance of maintaining a positive work-life balance, self-care , health and safety support, equality, diversity and inclusion prior to commencement of any placement. Students must be advised and supported in the transition from student to working environments and vice versa.
	5. Ensure that any placement learning that forms part of a programme of study has associated learning outcomes which:
* are clearly defined;
* contribute appropriately to the overall aims of the programme;
* are appropriately assessed. In cases where it is considered appropriate for the assessment to be jointly conducted by the University and the Placement Provider, the Placement Tutor will provide training for the Workplace Supervisor and will establish and document the procedure by which this shall be achieved.
	1. Assess the suitability of a proposed placement through appropriate and proportionate placement due diligence procedures using a risk-based assessment process. The approval process will require the Placement Coordinator or Placement Tutor to undertake a Risk Profile for each placement using the **PL1d Placement Risk Assessment Guidance** and record the outcomes in **Appendix PL1e Placement Risk Assessment Template**. This risk assessment activity will include consideration of the information supplied in **Appendix PL1a Placement Provider Agreement, Appendix PL1b Placement Provider Questionnaire** and **Appendix PL1c Student Placement Information and Personal Details** (online form).
	2. International placements must comply with the PL1k International Travel Policy. It includes:
		+ [ International Travel Handbook](https://uowtsd.sharepoint.com/%3Ab%3A/t/HSPoliciesSite_GRP/EWM9A3Rk1wJOtwbCZuCZ_yQBIEEHpR1VAR4glpbtvfbKrw?e=Z1ut8y) – this provides details on how to apply the International travel policy and the stage gates in travelling
		+ [International Travel Notification Form](https://forms.uwtsd.ac.uk/view.php?id=263665) – to be used to log all international trips.
		+ [ International Travel Risk Assessment template](https://uowtsd.sharepoint.com/%3Aw%3A/t/RiskAssessment_GRP/EVy1WW2wGkhAkTz2TR3W26gBMIdtEgGw5cbM4GaIoLqN3A?e=ZWLitF) – the risk assessment template to be used based on destination risk not necessarily workplace hazards whilst abroad.
		+ [ Pre-Travel Checklist](https://uowtsd.sharepoint.com/%3Aw%3A/t/HSPoliciesSite_GRP/EZ__MR6Ia9pLo-r8qRmCeNgBCHlZ1_sbr9VLUOBH5xm3Zg?e=X5qXdN).
		+ [International Travel Health / Emergency Contact Form](https://forms.uwtsd.ac.uk/view.php?id=494423) – to be used by all international travellers.
	3. Ensure that Disclosure and Barring Service (DBS) checks are conducted, where relevant.
	4. Offer access to wider support services to all students and provide specialist advice and guidance for those with additional support needs. This includes consideration of students mental health and wellbeing and the provision of clear routes for support. Access to counselling is not available outside the UK.
	5. Ensure any students with additional requirements are referred to the appropriate expert colleagues within the University for resolution. Where there are unique learner needs, reasonable adjustments are to be negotiated with the Placement Provider in cases where students are assessed under the terms of the Equality Act, 2010. This relates to a range of ‘protected characteristics’ including race, sex, sexual orientation, gender reassignment, religion or belief, pregnancy or maternity, marital status, age and disability.
	6. Comply with the requirements of the General Data Protection Regulations, 2016. Ensure that explicit consent is sought from students to share relevant personal information (such as protected characteristics) with the Placement Provider. This information should only be passed to people to whom it is relevant (e.g. to HR managers or Placement Provider Workplace Supervisors).
	7. Provide a **PL1j Student Placement Handbook** that details placement information, including guidance and support routes for, *inter alia*, student services support, mental health and well-being, disability, bursaries, etc.
	8. Clearly define appropriate points of contact and lines of communication between the University, the Placement Provider and the student. These should include:
		+ Mechanisms for the Placement Provider to raise concerns or complaints about any aspect of the placement, including an individual student's performance or conduct.
		+ University emergency contact details.
		+ a schedule for maintaining contact (check-ins) with students and Placement Providers, including frequency and method.
	9. Retain a full and detailed record of each placement.
	10. Ensure that any concerns, complaints, incidents or breaches of codes of conduct or discipline are dealt with in line with its student-facing policy framework, Safeguarding Policy and the Placement Whistleblowing (Public Interest Disclosure) Procedure.
	11. Monitor all placement activity, ensuring that milestones are established, maintained and recorded, and identifying and addressing promptly any issues of concern and promoting the sharing of good practice.
	12. Liaise with PSRBs or external accreditation bodies to ensure that placement opportunities meet their requirements
	13. Ensure that all parties are clear about the arrangements that will be made in the event that a placement terminates prematurely.
	14. Encourage connections and networks between placement students before they begin their placement to create a supportive environment for individuals in similar circumstances.
	15. Arrange appropriate opportunities for gathering feedback from students, Placement Providers and Placement Tutors, including suggestions for improvement (see **Appendix PL1g Post-placement Review and Feedback**).
	16. Support students in the transition back to the University, e.g., by reviewing reasonable adjustments or offering refresher sessions.

**Students are required to:**

*Prior to placement: s*tudents cannot commence a placement until they have completed all the necessary preparatory work detailed below, and received authorisation from the Placement Coordinator.Prior to the commencement of the placement, students are required to:

* 1. Take a proactive and positive approach to securing their own suitable placement (with the exception of students following a professionally accredited programme).
	2. Seek advice on sourcing and securing a placement opportunity from appropriate sources. This should include a dialogue with the Placement Coordinator or Placement Tutor to clarify placement requirements and assessment requirements.
	3. Actively engage in preparatory activities associated with all University and Placement Provider requirements, including health and safety requirements, wellbeing, equality and diversity, codes of conduct and, where relevant, employment contracts. This includes the roles and responsibilities of all parties detailed in the PL1c Student Placement Information and Personal Details form, the **PL1h Student Placement Checklist** and the **PL1i Student Placement Flowchart.**
	4. Attend placement preparation briefings, including those covering health and safety.
	5. Familiarise themselves with the **PL1j Student Placement Handbook** that details placement information, including guidance and support routes for, inter alia, general and specific student services support, e.g. support for mental health and well-being, disability, bursaries available.
	6. Complete the **PL1c Student Placement Information and Personal Details** online form. This form captures the placement details such as the name and address of the Placement Provider, the duties to be undertaken on placement, and the duration of the placement, among other things. It also requires consideration of any personal factors and protected characteristics that may affect the level of risk, may require reasonable adjustments or may affect the students’ ability to study or practice. Protected characteristics include race, sex, sexual orientation, gender reassignment, religion or belief, pregnancy or maternity, marital status, age and disability. Linguistic and cultural issues should also be considered.
	7. International placements must comply with the **PL1k International Travel Policy.** It includes:
		+ [ International Travel Handbook](https://uowtsd.sharepoint.com/%3Ab%3A/t/HSPoliciesSite_GRP/EWM9A3Rk1wJOtwbCZuCZ_yQBIEEHpR1VAR4glpbtvfbKrw?e=Z1ut8y) – this provides details on how to apply the International travel policy and the stage gates in travelling
		+ [International Travel Notification Form](https://forms.uwtsd.ac.uk/view.php?id=263665) – to be used to log all international trips.
		+ [ International Travel Risk Assessment template](https://uowtsd.sharepoint.com/%3Aw%3A/t/RiskAssessment_GRP/EVy1WW2wGkhAkTz2TR3W26gBMIdtEgGw5cbM4GaIoLqN3A?e=ZWLitF) – the risk assessment template to be used based on destination risk not necessarily workplace hazards whilst abroad.
		+ [ Pre-Travel Checklist](https://uowtsd.sharepoint.com/%3Aw%3A/t/HSPoliciesSite_GRP/EZ__MR6Ia9pLo-r8qRmCeNgBCHlZ1_sbr9VLUOBH5xm3Zg?e=X5qXdN).
		+ [International Travel Health / Emergency Contact Form](https://forms.uwtsd.ac.uk/view.php?id=494423) – to be used by all international travellers.
	8. Complete a Disclosure and Barring Service (DBS) check, (where required). The student will retain the original DBS certificate and must submit a copy to the University. The student must make the Placement Provider aware of any issues arising from the DBS check and discuss any criminal convictions with the Placement Coordinator.
	9. Complete the ethics approval processes, where relevant.
	10. Liaise with the Placement Tutor and Placement Provider to develop suitable learning objectives for the placement, within the context of the learning outcomes specified within the placement module specification.
	11. Complete the defined placement registration and approval process in full. See **Appendix PL1c Student Placement Information and Personal Details.**
	12. Confirm acceptance of the arrangements and responsibilities set out in **Appendix PL1c Student Placement Information and Personal Details.**

*During* the placement the student is required to:

1. Comply with all placement organisation policies and procedures.
2. Report to the University any accidents or incidents in which they are involved or any health and safety concerns, including mental health and wellbeing, they have that are not addressed by the Placement Provider, e.g. an appropriate induction and health and safety training is not provided.
3. Where changes occur during the placement that might require amendments to the student’s Statement of Compensatory Measures (SCM), liaise with Student Services for a review of the SCM/reasonable adjustment.
4. Carry out the work programme specified by the Placement Provider under the supervision of the Workplace Supervisor.
5. Keep a log of hours worked.
6. Monitor their progress in achieving the identified learning outcomes and arrange to meet regularly with the Workplace Supervisor and Placement Tutor (as appropriate) to discuss workload, challenges and ideas.
7. Conduct themselves in an appropriate manner that reflects positively on their self and the University, adhere to the Student Code of Conduct, ensure confidentiality and treat others with respect and dignity.
8. Act in a professional manner, including notifying the Placement Provider in a timely fashion in the event that they are unable to attend their placement due to illness etc.
9. Respect any other requirements of the workplace such as dress codes.
10. Participate in regular discussion with the University and report any issues or concerns that arise during the placement promptly to the Placement Provider, Placement Coordinator or Tutor, as appropriate.
11. Consult with the Placement Coordinator or Tutor prior to seek any changes in the terms and duration of the placement.
12. Embrace all learning opportunities during the placement with enthusiasm, and capture learning through personal reflection. Complete all relevant academic assessment relating to the placement experience.
13. Should legal or ethical concerns arise during the placement, raise concerns with the Placement Co-ordinator or Tutor, to consult about the use of the University’s Placement Whistleblowing (Public Interest Disclosure) Procedure.

Please confirm that you accept the above responsibilities by completing both the PL1A form below and the PL1B Placement Provider Health and Safety Questionnaire to me either by postal mail or email.

If you have any questions or problems, please don’t hesitate to get in touch.

Yours faithfully

{insert name of placement organiser}

{insert University address}

Tel: {insert tel no}

Email: {insert email address}

**PLACEMENT PROVIDER AGREEMENT**

|  |  |
| --- | --- |
| **Placement Organisation:** |  |
| **Placement Address:** |  |
| **Placement Supervisor Name (or other provider contact):** |  |
| **Placement Supervisor Role:** |  |
| **Telephone:** |  |
| **E-mail:** |  |
| **Student Name(s):** |  |
| **Placement Start Date:** |  |
| **Placement End Date:** |  |
| **Normal Working Hours:** |  |
| **Outline of Placement Activity/Duties (Please attach a job/role outline if available, otherwise please summarise the key duties to be undertaken here):** |
|  |

**CONFIRMATION**

I confirm that I accept the responsibilities as detailed above and am authorised to do so on behalf of the placement provider.

|  |  |
| --- | --- |
| **Signed:** |  |
| **Name:** |  |
| **Position:** |  | **Date:** |  |

Thank you for completing this form and accepting the responsibilities detailed above. Please return this form along with PL1b Placement Provider Questionnaire as soon as possible to the Placement Coordinator (contact details above).